

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING**

October 15, 2019

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: President Adams, Commissioners Bellant, Friley, Gray, Inniss-Edwards

Administrative staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Johnson-Blevins, Norfolk, Simmons, Williams

Excused: Commissioners Jackson, Taylor (Ex-Officio)

Present Also: Janet Batchelder, Chris Brown, Sanders Bryant, Lurine Carter, Enid Clark, James Cooper, Lee V. Dial, Katie Dowgiewicz, Deborah Dorsey, D'Andre Herron, Christina Ladson, Carolyn Mosley, David Rambeau, Randy Ratliff, Yvette Rice, Tiffani Simon, Derick Suppon, Sonia Vazquez

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of June 18, 2019 and the Special Meeting of July 24, 2019 were approved as presented.

PUBLIC COMMENTS

- David Rambeau** - Expressed his concerns and would like consideration for the following suggestions:
- Video editing software added to at least one computer in the TLC Center and one computer in the H.Y.P.E. Center.
 - Consideration for the public to use the Explorers Room for theatre production.
 - Develop a kiosk with current theatre events.
 - Exhibition of "Black Masks" magazine.

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- Invite Ms. Beth Turner, Publisher and Editor of Black Masks Magazine, to speak at the library.

REPORT OF THE EXECUTIVE DIRECTOR

2019 Staff Development Day

Mrs. Mondowney reported that on Wednesday, October 2, 2019, DPL staff gathered at Main Library for the 2019 Staff Development Day. The theme for the day was, "We Love What We Do." The morning's featured speaker, actor and author Hill Harper, encouraged staff to continue to bring their best efforts and positive attitudes to the Library on a daily basis. Part of the day's program included workshops and the recognition of new employees and milestone staff service anniversaries. She thanked the exceptional team of volunteers who helped to make the day a resounding success. Thanks also to the Human Resources staff. A special thanks to the Human Resources Department co-chairs, Trinee Moore and Tiffani M. Simon.

Book Lovers' Buffet

Mrs. Mondowney reported that members of DPL-sponsored book clubs and other readers will attend the 2019 Book Lovers' Buffet at 6:30 p.m., on Friday, October 18, 2019, at Main Library. The evening celebrates the city's avid adult readers who regularly attend library author programs, participate in book clubs and love nothing better than a conversation about their current favorite book.

DPL Support for the 2020 Census

Mrs. Mondowney reported that DPL sites will serve as 2020 Census Assistance Centers educating customers on the census and supporting them as they complete the online census form. DPL's Mobile Library will participate in various census community events where the public will be able to use the Mobile Library's on-board computers to complete their census form. The Main Library's Technology, Literacy & Career (TLC) Center is promoting the availability of census-taker jobs and will host recruiters for these positions. The majority of activities will take place from April to mid-July, 2020.

ProjectArt Classes to Continue for 2019-2020 School Year

Mrs. Mondowney reported that ProjectArt will offer free art classes for children at the Main Library and Campbell, Edison, Elmwood Park, Knapp, Parkman and Sherwood Forest branches from September 2019 through June 2020. Each location will host 3 1-hour classes each week. This marks DPL's fourth year of partnership with ProjectArt, which is a New York City-based 501(c)(3) funded by grants and donations. Artwork created by ProjectArt students at Main Library is currently on a billboard at Joy Road and Alpine Street.

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Sunday Service Returns

Mrs. Mondowney reported that the Redford and Wilder branches and Main Library have resumed Sunday public service hours, from 1 – 5 p.m. While regular library services are offered, the locations also provide special family programming including art programs, author talks, and musical performances.

Branch Activities

Mrs. Mondowney reported the following:

- Three DPL branches will show the film, “Detroit 48202: A Conversation Along a Postal Route,” a documentary about a Detroit neighborhood from the perspective of a mail carrier who served that community for 30 years. The film was shown at the Duffield Branch in September and will be shown at the Chandler Park Branch, 1-4 p.m., October 19, 2019 and the Knapp Branch, 2-4 p.m., on Saturday, November 9, 2019.
- Many branches are sponsoring Halloween programs including Sherwood Forest, Wilder, Conely and Campbell. Schedule information is available on the Library’s website, detroitpubliclibrary.org.
- On Friday, November 6, 2019, the Center for Urban Responses to Environmental Stressors, will make a presentation on lead in the City of Detroit. The program will be held at 4 p.m., at the Hubbard Branch.

Authors at Main Library

Mrs. Mondowney reported that James Renner, a true crime reporter, and author of several books including *The Serial Killer’s Apprentice*, will be at Main Library on Saturday, October 26, 2019, at 3:30 p.m. De’Shawn Winslow, author of *In West Mills*, will talk about his book at Main Library at 2 p.m., on Sunday, November 3, 2019.

Knight Foundation Grant

Mrs. Mondowney reported that on October 10, 2019, Midtown Detroit, Inc. in partnership with the Library, received a \$100,000, 2019 Knights Foundation Arts Challenge Grant. The grant entitled “Celebrating The Detroit Public Library as a Cornerstone of Democracy at DELECTRICITY 2020”, will support visual and media arts installations created by Detroit-based artists. The artists’ works will “shine a light” on Main Library, the Mobile Library, and four branches (Bowen, Elmwood Park, Parkman and Sherwood Forest). DELECTRICITY 2020 is scheduled to take place in September 2020.

Wayne County

Mrs. Mondowney reported that DPL received a payment of \$152,851.73 from Wayne county for delinquent property taxes.

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COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2019 through September 30, 2019. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (2)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Sallie Poindexter	Customer Service Rep	September 20, 2019	Determined by COD
Barbara Naragon	Librarian II	September 27, 2019	Determined by COD

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Monique Fortney	Customer Service Rep	September 26, 2019
Sierra Dawson	Customer Service Rep	September 27, 2019

EMPLOYEE HEADCOUNT

Headcount	September 2019	Headcount	September 2018
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	302	Active Employees =	307
Vacant Positions =	23	Vacant Positions =	18

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VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	20	5
Librarian III	29	26	3
Librarian I & II	24	21	3
Pre-Professional Assistant	3	2	1
Facilities	17	16	1
Customer Service Representative	91	81	10
Total			23

Only Position Titles with vacancies are listed.

Approval is requested to accept the Human Resources Report as presented.

DISCUSSION

Commissioner Adams asked why twenty percent of the vacancies were Manager positions?

Mrs. Mondowney stated that some of the vacancies were the result of promotions, however, the Manager positions are being posted and will be filled by internal applicants.

COMMISSION ACTION

Commissioner Friley moved approval. Commissioner Gray supported. The motion carried unanimously.

COMMITTEE ON BUILDINGS**Approval for Air Compressor Replacement at Main Library**

A request was made by Administration to replace two air compressors that are currently inoperable. The two existing 15 HP Quincy air compressors which serve the pneumatic HVAC control system have failed after elapsing their useful service life.

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These air compressors open and close valves, dampers, and actuators throughout the Main Library, and are critical to support hot water usage and control of steam flow for heating the Main Library.

Johnson Control, our current service provider for emergency heating and cooling repairs, has provided a proposal to replace both existing compressors with the following:

- (2) Sullair Model ST1109RD, 15 HP Full Feature Shop-Tek Rotary Screw Air Compressor
- (2) Sullair Model SXTH0125Z, Coalescing Post Filters
- (2) Sullair Model SulliPro100, Oil Water Separator

To streamline the procurement process, DPL is recommending using the approved contract pricing from Contract #030817-JHN on Sourcwell, a cooperative in the State of Minnesota. In the past, the Procurement Department has been able to utilize Cooperative pricing in which there has already been a bidding process.

The cost of replacement, including labor is quoted at \$46,720.

Approval is requested to contract with Johnson Controls Inc., to replace the existing inoperable air compressors at a cost not to exceed Forty-Six Thousand Seven Hundred Twenty dollars (\$46,720).

DISCUSSION

Commissioner Bellant stated that he was concerned that the cost of the materials was too high.

Mr. James Cooper, Representative from Johnson Controls Inc., explained that the cost of the materials included 1-year parts and labor and a 10-15% cost overrun that would cover unexpected incurred costs.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Friley supported. The motion carried unanimously.

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Approval for Heating and Cooling Preventative Maintenance Service for a Three (3) Year Period

A request was made by Administration to secure a new contract for Heating and Cooling Preventative Maintenance Services for all Detroit Public Library locations.

In light of current condition of air conditioning at Main, the overall age of the heating and cooling systems throughout the Library facilities, and to take a proactive approach to addressing and maintaining these systems, Administration believes this is the best approach. This type of service agreement increases our capacity to evaluate and address outstanding issues in a more time efficient manner.

Johnson Controls Inc., our current service provider for emergency heating and cooling repairs, has provided a full comprehensive proposal for preventative maintenance services for all Detroit Library facilities. Summary of services and options is attached. To streamline the procurement process, DPL is recommending using the approved contract pricing from Contract #030817-JHN on Sourcewell, a cooperative in the State of Minnesota. In the past, the Procurement Department has been able to utilize Cooperative pricing in which there has already been a bidding process.

The cost of the first-year preventative maintenance services for all DPL locations is \$140,644, in Year-2 \$146,269, and Year-3 \$152,120.

Administration is requesting approval to contract with Johnson Controls Inc., for one year, with an option to renew for two years based on performance for an amount not to exceed \$140,644 in Year-1, \$146,269 in Year-2, and \$152,120 in Year-3, for a total of \$439,033.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Gray supported. The motion carried unanimously.

Approval for Renewal of Janitorial Services with LGC Global FM

A request was made by the Facilities Department to secure a new contract for Janitorial Services for the Detroit Public Library.

This renewal represents the second year of a three (3) year contract with LGC Global FM. This contract was issued in conjunction with Request for Proposal (RFP), #DPL-CL-1901, in which nine (9) contractors submitted proposals on the project, as follows:

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1. LGC Global FM
2. Du-All Cleaning
3. ABM
4. Citi Building Services
5. DM Burr Group
6. RNA Facilities Management
7. Kristel Group
8. Kleen-Tech
9. GDI Integrated Facility Services

The contract was approved by Commission on September 18, 2018. The services have been satisfactory under this contract and the supplier has agreed to the renewal under the same terms and conditions covering the period of November 5, 2019 through November 4, 2020. The Procurement Department has received all required insurance documents from LGC Global FM.

The Facilities Department is requesting approval of the contract for an amount not to exceed \$723,000.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Gray supported. The motion carried unanimously.

COMMITTEE ON FINANCE

Approval to Enter into a Pricing Agreement with Baker & Taylor to Supply DPL with Printed Books at Discounted Prices and to Catalog and Process Purchased Items so they are Ready to be Checked Out by Customers

There is nothing more important to a library than delivering the information and materials that people want and need in a timely manner. For this reason, the DPL is requesting permission to enter into an agreement that will make Baker & Taylor DPL's primary source of printed books and allow them to supply these items in "check out ready" form. Acquiring library materials that are ready to be checked out will reduce the time between when an item is ordered and when it is available to the customer from an average of 2.5 – 4 weeks to 4 – 5 days.

Baker & Taylor and The Ingram Content Group are the only wholesalers in the library services industry that are large enough to supply most of the printed books that DPL wants to acquire.

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Both companies offer libraries discounted pricing based on volume and, for an additional fee, processing services (cataloging, labeling, etc.) that prepare library items to be checked out. Items that are “pre-processed” can be shipped directly to branches and Main Library departments, thereby reducing the time it takes to get new materials into customers’ hands.

DPL solicited proposals from Baker & Taylor and The Ingram Content Group to serve as DPL’s principle source of printed books and to supply purchased items in “check out ready” form. The Public Services Team reviewed the proposals, comparing pricing structure, per unit processing fees, and payment terms. Baker & Taylor offered DPL a better value on all three points:

	Ingram	Baker & Taylor
Discount off list price	5% - 43% based on item type	10% - 47.5% based on item type
Processing fee (including cataloging)	\$4.50/unit	\$3.75/unit
Payment Terms	30 days	60 days

Based on an anticipated volume of 42,000 printed books purchased in FY2020, DPL will pay Baker & Taylor:

- approximately \$157,500 in processing fees verses \$189,000 for Ingram, and
- \$900,000 in material costs, verses \$919,000 for Ingram.

The 60-day payment window offered by Baker & Taylor accommodates the City’s net 45 payment terms.

Approval is requested to enter into a pricing agreement with Baker & Taylor to supply new library materials and to “pre-process” those items at the rates specified in their proposal and summarized above.

COMMISSION ACTION

President Adams moved approval. Commissioner Bellant supported. President Adams abstained. The motion carried.

NOTED

President Adams stated that this item was not presented to the Committee on Books and Literacy.

Minutes were approved at the November 19, 2019 Commission Meeting

Approval of the Routine Report on Finance

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	July and August 2019	\$2,006,693.11
2	Total For Vouchers – Processed on Fusion	830-902 and 1-27	\$1,405,929.68
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$304,214.50
6	FY 2019 Hybrid Pension Plan		<u>\$156,501.25</u>
Total Processed by City of Detroit			<u>\$3,873,338.54</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1322-1324	\$25,560.00
2.	Branch & Main Library Deposit Checking Account	Checks 6740-6923	<u>\$78,564.56</u>
Total Processed by DPL			<u>\$104,124.56</u>
GRAND TOTAL			<u>\$3,977,463.10</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks 8320-8321	\$5,325.00
2.	O'Brien Checking	Checks 4743-4744	\$16,852.59
3.	Programs & Gifts	Checks 2786-2829	<u>\$28,858.47</u>
GRAND TOTAL			<u>\$51,036.06</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$29.90
2.	Executive Director's Office – used for general office purpose		\$598.13
3.	Chief Financial Officer		\$180.00
4.	Human Resources Department		\$17.00
5.	Marketing Department		\$2,216.46
6.	Technical Services		\$137.00
7.	Facilities Department		\$4,368.31
8.	Information Technology		\$0.00
9.	Procurement		\$2,225.11
10.	Security		\$30.84
11.	Public Services		<u>\$1,825.47</u>
GRAND TOTAL			<u>\$11,628.22</u>
Note: These are July 2019 Credit Card Purchases			

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COMMISSION ACTION

President Adams moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

INFORMATION ONLY

Fiscal Year 2019 Budget to Actual Comparison

The attached projected statement of revenues and expenditures is an estimate of the Library's financial position, comparing the amended FY2019 budget revenues and expenditures with the actual revenues and expenditures as of June 30, 2019. During the FY2019 Budget cycle, the Detroit Library Commission approved the use of fund balance in the amount of **\$1,062,822**. For FY2019, while actual expenditures exceed revenues by **\$1,021,760**, the excess expenditures were not related to operational expenditures. The actual Tax Capture expenditures of **\$2,724,363**, exceeded the budgeted expenditures of **\$1,298,060**. The Library Administration is currently in discussions with Justin Bahri, Deputy Treasurer of the City of Detroit, to resolve this matter. The FY2018 audited financials reported a beginning fund balance for FY2019 at **\$27,164,492**.

The Detroit Public Library has recorded total revenues of **\$31,809,415** for fiscal year 2019. Current year property taxes collected is **\$25,356,903**, this is \$296,086 above the budgeted amount of **\$25,060,817**. As of June 30, 2019, **\$2,559,259** in delinquent real and personal property taxes has been collected on behalf of the Library. This increase in revenues is due to back tax payments of many properties being acquired from Wayne County. The Library received **\$558,128** in Court penal fines from Wayne County as well. The State of Michigan made the Renaissance Zone Tax revenue payment of **\$1,178,639**; this amount is \$790,766 less than the budgeted amount of **\$1,969,405**. The budgeted amount for the FY2019 Renaissance Zone Tax revenue was based on the FY2018 budgeted totals. The actual Renaissance Zone tax revenue received has been declining since FY2017.

The increase in the prior year's property tax collections are positive for the Library. The Library has received increased payouts for the Library for the Blind and Physically Handicapped (LBPH), and State Funding. During the FY2019 budgeted year, the Detroit Library Commission approved the use of fund balance to purchase a new Mobile Library and complete the repair of the Skillman Branch that suffered water damage.

The actual total expenditures for the Detroit Public Library through June 30, 2019, is **\$33,893,997**, which is **\$1,021,760** over the total budgeted expenditures of **\$32,908,470**.

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As stated before, this overage is due to the increase in Tax Captures. Total expenditures also include the **\$330,000** payment for the retiree settlement agreement.

Employee salaries and benefits were **\$16,926,822**, \$143,112 less than budgeted expenditures. Pension and Retiree expenditures were **\$3,420,072**, \$115,742 less than budgeted expenditures. Operating expenditures total **\$10,722,487**, which is \$109,168 less than the budgeted expenditures of **\$10,831,655**. Only the most critical operational expenditures were expended (i.e. utilities, insurance, approved repairs and maintenance items). The operating expenditures are on par with our budget. Please note that the Capital Outlay account which had expenditures of **\$1,310,626**. Included in these expenditures are approved renovations for completing the Franklin Branch, Phase I of the Jefferson Branch renovations, completion of Skillman Branch renovation repairs, and the purchase of a new Mobile Library.

The meeting was adjourned at 2:40 p.m.